

Posting:	#07-03
Posting Type:	Internal & Open Announcement
Closing Date:	Open until filled
Wage:	\$11.19/hour Full Time Temporary Office Assistant (not eligible for benefits)
Length of Appointment:	Approximately 6- 7 months
Application Procedures:	Interested individuals are encouraged to apply by submitting a Brookings County application to Human Resources ♦ Brookings County Courthouse ♦ 314 6th Avenue ♦ Brookings, SD 57006.

POSITION TITLE	FT Temporary Office Assistant
GRADE	Non-Graded
FLSA STATUS	Non-Exempt
REPORTS TO	Auditor or his/her designee

DESCRIPTION OF WORK

General Statement of Duties

This position is responsible for assisting the Auditor's office with general office duties related to the operation of the County Auditor's Office.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- ♦ Provides assistance to the Auditor by filling temporary position vacancies in the office.
- ♦ Assists with administrative duties as directed to include: preparing reports, creating word processing documents, designing publications, completing data entry, completing surveys, maintaining office supply inventory, etc.
- ♦ Assists the payroll coordinator with processing payroll twice a month to include: processing timesheets, updating information into the payroll software, verifying monthly payroll additives, etc.
- ♦ Assists the accounts payable officer with processing vouchers for payment as requested.
- ♦ Assists the Auditor with other duties as assigned.
- ♦ Performs general office duties to include: data entry, filing, answering the phone, greeting the public, answering questions from departments and the public.
- ♦ Attends meetings and training sessions as directed.
- ♦ Performs work in a manner consistent with safe practices.
- ♦ Develops and maintains positive and professional relationships with the general public and other employees.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- ♦ Knowledge of state laws governing the Auditor's Office preferred.
- ♦ Knowledge of Microsoft Office Products including: Windows, Excel, Word, Publisher, Access, Internet Explorer, and Outlook.
- ♦ Working knowledge or familiarity with an IBM AS/400 system preferred.
- ♦ Knowledge of record keeping, filing procedures, and ability to make mathematical calculation(s) quickly and accurately.
- ♦ Working knowledge of modern office practices, procedures, and equipment to include typewriters, calculators, copy machines, and other office related equipment.
- ♦ Ability to display efficient use of time and proficient organizational skills.
- ♦ Ability to understand and follow both verbal and written instructions and to communicate effectively both verbally and in writing.

Education

- ♦ Graduation from high school or GED, to include course work in modern office practices.

Experience

- ◆ Two years experience in an office assistant position or position with general administrative assistant duties.

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.